

Job Hazard Analysis

Task/Equipment:	Broken Glass and Sharps Disposal
Department:	Biology, Chemistry, Engineering, Facilities
Analyzed By:	Justine Becker
Date:	1/19/2020

Personal Protective Equipment Required:



Safety Glasses

Trainings Required*/Recommended:

General lab safety

Equipment/Tools/Chemicals Required for the Job:

Broken Glass: Broken glass disposal box, broom and dustpan

Sharps: Sharps Disposal Box

Tasks/Steps	Hazards Present	Safety Measures and Controls
If a glass has shattered, inspect area and announce the broken glass to those in the room. Keep others away from the scene.	Cut by glass	Make sure to wear closed toe shoes in the lab at all times
Locate the broken glass disposal box. If one is needed, check LS320. Assemble following the directions on the box. Line with a garbage bag and secure with extra lengths of tape across the bottom before adding broken glass	Cut by glass	Assemble box away from broken glass
Collect the broken glass using a broom and dustpan. Slowly, dump the glass from the dustpan into the broken glass box	<ul style="list-style-type: none"> • Trip/fall hazard • Cut by glass (feet, hands, eyes) 	<ul style="list-style-type: none"> • Move slowly and deliberately around the glass, starting from the outside edges • Wear close-toed shoes and safety goggles. • Do not pick up glass with your hands
Once the disposal box is almost full, tape the mouth of the garbage bag together. Place the lid on the box, making sure to cover the opening with the extra flap. Tape the lid securely to the box and take to the dumpster.	<ul style="list-style-type: none"> • Cut by glass (feet, hands, eyes) 	<ul style="list-style-type: none"> • Wear close-toed shoes and safety goggles. • Do not pick up glass with your hands
Return broom and dustpan to the correct location	N/A	N/A
If using sharps, dispose of in the red Sharps Disposal Box as soon as it is done being used	<ul style="list-style-type: none"> • Contact with sharps (feet, hands, eyes...) 	<ul style="list-style-type: none"> • Move slowly and deliberately. • Do not overfill the Sharps Disposal Box
Close the Sharps Disposal Box as soon as the contents reach the fill line.	<ul style="list-style-type: none"> • Hand contact with sharps 	<ul style="list-style-type: none"> • Move slowly and deliberately. • Do not overfill the Sharps Disposal Box

Additional Information:

Reviewed By	Date
Bryana Borders	10/26/21